

**U.S. Department of Agriculture
Global Food for Education (GFE) Reporting Format
PROJECT STATUS REPORT**

Note: This is a suggested format for complying with GFE Agreement reporting requirements. Cooperating Sponsors may provide this information in another format as long as

1. the alternative format provides all of the required information; and
2. the alternative format is an electronic spreadsheet.

Remember, the GFE Project Status report is an additional reporting requirement, in addition to the Logistics and Monetization Reports required for all food aid projects.

1. Cooperating Sponsor													
2. Agreement Number													
3. Country Name(s)													
4. Final Report?	YES		NO			5. Report # (1,2, etc.)							
6. Report Date						7. Reporting Period							

8. Report on the number, frequency, and average size of meals provided. This will include snacks, meals, and/or take-home rations that are given in a school setting. Required data for this table are:

Number of Meals Provided each Month Frequency with which Meals are Provided

Average Size of Meals (in grams)

Table A.

TOTAL MEALS PROVIDED

School Name:

Frequency* Please select		Month #1		Month #2		Month #3		Month #4		Month #5		Month #6	
		Num of meal (#)	Avg. Size/Meal (g)	Num	Avg. Size/meal (g)	Num	Avg. Size/Meal (g)	Num	Avg. Size (g)	Num	Avg. Size (g)	Num	Avg. Size (g)
				(#)	(g)	(#)	(g)	(#)	(g)	(#)	(g)	(#)	(g)
Each Day													
Each Week													
Each Month													
Other													

*Please select the appropriate distribution frequency and provide data only for that frequency type. If other is selected, please indicate the frequency below:

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9. Report on monthly enrollment for each school in your program. Required data for this table are:
 Name of School
 Total Enrollment at Beginning of the Month by Gender
 Monthly count of those who dropped out of the Program by Gender
 Monthly count of those who attended < 10 days in that Month by Gender
 Monthly count of those who attended < 50% of the time, during that Month by Gender

Table B.

ENROLLMENT AND ATTENDANCE RECORDS

	School Name:											
	Month #1		Month #2		Month #3		Month #4		Month #5		Month #6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Beginning Enrollment												
Number who dropped out												
# Attending < 10 days per month												
# Attending < 50% of the time												

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10. Report on monthly attendance by student. Required data for this table are:

The Name of the School

The unique Name (or other identifier) of each Student in the School

The Gender of each Student in the School

The Number of Days per Month that the Student Attended School, when Food was Distributed

The Number of Days per Month that the Student attended School, when Food was NOT Distributed.

ATTENDANCE RECORDS

Cooperating Sponsors are required to maintain attendance records of all students from schools that are participating in the GFE program. CCC may request, on a random basis, copies of such records. Attendance records must be maintained by gender and stipulate if the child received food under the GFE program.

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11. In the space below, please provide information on the establishment of any parent-teacher associations, or training courses offered to parents and/or teachers. Also, report any assistance received from any other donors, and any special health and nutrition components of this GFE program.

12. In the space below, please provide information on the establishment of any infrastructure provided to any school provided for under the GFE agreement.

13. If students are monitored for weight and/or growth circumferences, please attach that information to this report.

Save completed report locally as a WordPerfect document. Submit report as an e-mail attachment to PEBReports@fas.usda.gov. E-mail questions and comments about this form to the same e-mail address.

Mailing address (for audits and/or hard copy reports):

Branch Chief
Evaluation and Special Projects Branch
PPDED, Export Credits, Stop 1034
1400 Independence Avenue
Washington, D.C. 20250

This form was last revised on June 21, 2001.